

# **The General Education Transfer Policy and Implementation Guidelines**

## **~ Revised Policy 2004 ~**

### **Introduction**

Staff of the Kentucky Council on Postsecondary Education performed a review of state policies facilitating the transfer of credits between public colleges and universities in the Commonwealth. Through this process a series of recommendations for improvement of the statewide transfer policies were developed. The Council of Chief Academic Officers (CCAO) met in July 2003 to discuss and support these recommendations. Upon approval by the Council on Postsecondary Education (July 2004), the policy will take effect spring semester 2005. A Statewide Transfer Committee is charged with the implementation and annual review of the revised policy.

The following guidelines represent approved enhancements made to the General Education Transfer Policy (1996). The spirit of the original policy—emphasizing the professional integrity of all public institutions in the acceptance of general education coursework between institutions—remains a key element of the revised policy. The updated guidelines will be in effect for all students admitted in the spring semester 2005, at which time they will replace the existing General Education Transfer Policy and Implementation Guidelines.

The Policy on General Education Transfer:

- Emphasizes aspects of general education requirements that are common among public institutions in Kentucky and encourages completion of approved AA/AS transfer programs.
- Promotes the acceptability of general education credits as students transfer from one public institution to another.
- Enhances cooperation among institutions with respect to academic advising for undergraduates who plan to transfer from one public institution to another.

### **Basic Assumptions and Principles**

1. The transfer of general education credits is predicated on the acquisition of competencies in broad academic areas, rather than on a comparison of individual courses taken at one institution or another. The issue is not how particular general education courses at the sending institution match up with general education courses at the receiving institution, but how the competencies in various general education programs are similar to one another.
2. Each institution recognizes the professional integrity of all other public institutions in the acceptance of their general education program.

3. Universities will recognize the completion of AA/AS transfer degrees (meeting all required transfer components) by admitting students to junior level standing and accepting the corresponding general education credits as meeting institutionwide lower-division general education requirements at the receiving institution. Students are encouraged to complete an AA/AS prior to transferring.
4. The General Education Transfer Policy applies to students who are accepted for admission into one of Kentucky's public higher education institutions. Students should be aware of the admission requirements of the institution into which they intend to transfer.
5. The General Education Transfer Policy applies to students who transfer from one Kentucky public higher education institution to another Kentucky public higher education institution with the intention of completing their educational program at the receiving institution. Students who intend to transfer credits back to their home (degree-granting) institution must receive prior written approval from their home institution.
6. The general education requirements covered in this policy are not intended to fulfill general education requirements for particular majors. Requirements of a specific major will not be set aside by this policy. This is a most important distinction and should be noted by students and their advisors.
7. The transfer system at all institutions will include an audit process through which the sending institution will certify to the receiving institution the general education certification levels that have been completed by the student.
8. Close cooperation and communication among colleges and universities is essential for facilitating the transfer process for students and to enable the participating institutions to maintain timely and comprehensive information. Particular attention will be paid to academic advising on each campus and to interaction among campuses in order to inform students about the nuances of general education requirements at the various institutions.
9. Each receiving institution will provide a process for students to appeal decisions related to the transfer of general education credits.
10. The revised General Education Transfer Policy becomes effective for students admitted in the 2005 spring semester.

## **Certification of General Education Blocks**

There are three levels of general education certification. Each level is based on the number and category of courses taken (see 33-hour general education core). Students can complete general education courses in categories (also referred to as blocks), as a core component, and as a complete general education program of 48 hours. Each level of certification is identified below:

1. Category Certified. Students in good academic standing who have completed some but not all

of the five categories in the 33-hour Core Component will be “Category Certified” for purposes of transfer. Individuals in this situation must fulfill all of the remaining general education requirements of the receiving institution that have not been satisfied through “Category” certification.

2. Core Certified. Students in good academic standing who have completed all of the categories—the core component—for a total of 33 hours will be “Core Certified” for purposes of transfer. Individuals in this category must fulfill the remaining general education requirements of the receiving institution that have not been satisfied through the core component.
3. Fully General Education Certified. Students in good academic standing who have completed a general education program of 48 semester hours which includes the 33 hour core and all additional institutional-specific general education courses will be “Fully General Education Certified” for purposes of transfer.
  - a. If the receiving institution’s general education program requires a sum of hours that is more than that of the sending institution, the student may be required to earn additional general education credits as determined by the receiving institution.
  - b. If the receiving institution’s general education program requires a sum of hours that is less than the total the student has taken at the sending institution, the excess hours will be accepted for transfer by the receiving institution and evaluated for application toward degree requirements.

**33-HOUR GENERAL EDUCATION CORE  
SPRING 2005**

***Communications – 9***

Written Communications - 6

Oral Communications - 3

***Humanities - 6***

The discipline(s) represented in this category must be different from those in Behavioral/Social Sciences. Courses may be chosen from, but not necessarily limited to, the following:

Fine Arts (excluding studio and performance)

Philosophy

Literature

History

Foreign Language (same language)

Cross-Cultural

Inter/Multi-disciplinary (e.g., courses which include literature, history, art, etc.)

***Mathematics – 3***

Minimum: college algebra or approved general education mathematics course at sending institution

***Natural Sciences - 6***

Courses may be chosen from, but not necessarily limited to, the following disciplines:

Biology

Chemistry

Physics

Astronomy

Geology

Physical Science

***Behavioral/Social Sciences - 9***

At least two disciplines must be represented and must be different from those in Humanities. Courses may be chosen from, but not necessarily limited to, the following:

Psychology

Anthropology

Sociology

Economics

History

Geography

Political Science

Cross-Cultural

Inter/Multi-disciplinary

**CERTIFICATION LEVELS for SPRING 2005:**

**Category Certification:**

Complete at least one, but not ALL of the categories listed above.

**Core Certification:**

Complete ALL of the categories listed above.

**Full General Education Certification:**

Complete ALL of the categories listed above PLUS any additional general education requirements of the sending institution.

## **Institutional Responsibility**

### **Preparing Students for Transfer**

**Advising.** Advising at both sending and receiving institutions and an interinstitutional network are essential to the successful implementation of this transfer policy. Academic advisors and other institutional staff concerned with transfer should enforce and strengthen, if necessary, policies and procedures, and should establish an interinstitutional communications link (e.g., through electronic mail for easier communication among institutional staff addressing similar issues).

**Publicity.** The general education transfer policy and the courses that meet general education requirements should be easily accessible to students. The transfer policy should be included in each institution's catalog for easy reference. The general education transfer policy and the courses designated for completion of general education requirements will be reviewed annually by a subcommittee of the Statewide Transfer Committee and institutional representatives.

**Certification of Transcripts.** The sending institution will indicate, either on the transcript or as an attachment to the transcript, whether the student is Category Certified, Core Certified, or Fully General Education Certified. Transfer certifications will be processed for all students requesting a transcript to be sent to a Kentucky public postsecondary institution (excluding students requesting transcripts for application to master's, doctorate, or professional degree programs).

### **Receiving Transfer Students**

**Transfer Certification.** Transfer certification from any KCTCS college or Kentucky public university will be accepted as documented and analyzed according to transfer policies. This does not preclude an institution from evaluating the transcript for administrative errors.

**Applying Credit.** The general education transfer component and additional transfer articulations already in place should be supplemented by an institutional commitment that, to the extent possible, the transfer of any remaining credit hours beyond the general education transfer component to the receiving institution will be treated as liberally as possible to maximize the transferability of credit toward meeting degree requirements.

**Transfer Student Grades.** Receiving institutions will treat transfer students' grades in the same way they treat native student grades. Specifically, an institution that accepts "D" grades for native students will accept "D" grades for transfer students. While a "D" grade will be accepted as a course transferred, program requirements may prohibit a "D" grade from being accepted toward specific academic program requirements of the receiving institution. The treatment of transfer student grades also applies to students receiving pass/fail grades.

**Student Appeals.** A student appeals process will be in place on each institution's campus. It will provide for institutional review of transfer decisions governed by institutional policies and the Statewide Transfer Committee. A second state-level review will be available for transfer decisions governed by this committee.

**Technical Course Transfer.** Institutions will continue to recognize all technical course articulations between institutions.

## **Student Responsibility and Access to Transfer Information**

Students are encouraged to complete their lower division general education requirements during the first two years of study and to plan their transfer by working with their advisor, reviewing institutional catalogs, and using the Course Applicability System to determine how their coursework will transfer ([www.ky.transfer.org](http://www.ky.transfer.org)).

The General Education Transfer Policy applies to students who are accepted for admission into one of Kentucky's public higher education institutions. Students planning to transfer should be aware of the admission requirements of the institution into which they intend to transfer. Transfer certifications noted on a student's transcript will only be applicable upon admission into the receiving institution.

Since the provisions of this policy address only institutionwide lower division general education requirements, students are advised to be aware of the general education requirements of the college or school within the university and the general education requirements of the degree program to which they plan to transfer.

## **Additional Questions Related to Transfer**

### **How will credits earned through CLEP, Advanced Placement, or other examinations be handled?**

If the sending institution certifies such credits for application to its general education requirements (either with or without the granting of credit hours), the receiving institution will recognize these requirements as having been fulfilled.

### **How will credits earned in private or out-of-state institutions be treated?**

**(Example: If a student transfers from Georgetown College to the University of Kentucky and has their credits accepted at UK and *then* transfers to Eastern Kentucky University).**

If a public sending institution endorses the use of credits earned from institutions for satisfying a general education requirement (category, core, or fully certified), the receiving institution will accept this decision.

### **Will credits earned at colleges or universities not accredited by a regional accrediting agency be applicable to the General Education Transfer Policy?**

The SACS standard on the transfer of credits must be followed, and each individual transfer is subject to evaluation in accordance with the SACS standard.

### **What information can a receiving institution expect from a sending institution regarding a student's general education certification?**

The sending institution will indicate, either on the transcript or as an attachment to the transcript, whether the student is Full General Education Certified, Core Component Certified, or Category Certified in general education.

### **Will information about the completion of transfer credits at one institution be automatically sent to another institution, or must students request this service?**

Recent changes to institutional practices include the documentation of transcript certification on ALL transcripts requested by students wishing to transfer to one of Kentucky's public postsecondary institutions. Some institutions have the capability to include general education certification on the transcript by using an automated process. Other institutions do not. Students should confirm with the registrar that a general education audit will be performed via their transcript request.

### **Who will receive the documentation certifying general education transfer?**

A central office on each campus will receive the transfer information. Normally, the office of admissions would handle this task.

**Does this policy affect general education requirements for specific majors?**

No. The General Education Transfer Policy does not add to, subtract from, or change any general education courses required for a major. Students need to work closely with their advisors to determine what relationship, if any, exists between requirements for general education and requirements for a specific major. This is a most important issue and should be carefully noted.

**What appeal do students have in the case of misunderstandings or disagreements?**

Each institution has a process for appeals related to the General Education Transfer Policy. Also, each institution will appoint a person to serve as the official institutional liaison with respect to the policy. Students in need of assistance should contact that individual.

**Who are considered transfer students?**

Transfer students are those who transfer from one public higher education institution (sending institution) to another public higher education institution (receiving institution) with the intention of completing their educational program at the receiving institution.

**Who are transient (or visiting) students?**

Transient students are students in good standing in any recognized institution who enroll in another institution with the intention of transferring the credits earned to their home institution.

**Does the transfer policy allow students to receive duplicate credit by taking courses at one institution and repeating equivalent or similar courses at another institution?**

No. The General Education Transfer Policy does not impact the policies of the respective institutions with regard to duplicate course credit. Students should work closely with their academic advisors to make appropriate course selections before and after transferring from one institution to another.



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# **THE GENERAL EDUCATION TRANSFER POLICY AND IMPLEMENTATION GUIDELINES**

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**Eastern Kentucky University  
Kentucky Community and Technical College System  
Kentucky State University  
Morehead State University  
Murray State University  
Northern Kentucky University  
University of Kentucky  
University of Louisville  
Western Kentucky University**

**Kentucky Council on Postsecondary Education**

Revised July 2004

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